



Parks and Facilities Rental Permit
City of Westminster- Department of Recreation and Parks
11 Longwell Avenue, P.O. Box 710, Westminster, MD 21158
410-848-9000/ 410-848-9161/ 410-848-8310 (fax)

www.westgov.com

Name/Organization: _____ Contact Person: _____

Park or Facility: _____ Type of Activity: _____

Westminster City Park # of pavilions needed: _____

Date of Use: _____ Time beginning: _____ Time ending: _____

Address: _____ City: _____ State: _____ Zip code: _____

Phone (home): _____ (work): _____ (cell): _____ (email): _____

* Refundable Security Deposit **\$75.00** *security deposit is payable by cash or credit card only.

Permit Fee \$ _____ Rental Fee \$ _____ Ball fields Light Fee \$ _____

Make checks payable to: The City of Westminster, 11 Longwell Avenue, P.O. Box 710, Westminster, MD 21158

Method of Payment: Payment is due with permit to secure reservation.

(Please circle) Cash Check# _____ VISA/ MasterCard Accepted.

Visa/ MasterCard # _____

Expiration Date: _____ Security Number (VIN) _____

Signature: _____ Date: _____

General Rules

- ✓ **NO** trespassing, alcoholic beverages, smoking, loitering, littering, bikes, skateboards, rollerblades or metal detectors permitted in any City Park or facility. Pets are permitted in parks on a leash. Owners must cleanup after their pets.
- ✓ Disorderly conduct and disturbing the peace are general offenses that apply to City Parks and Facilities
- ✓ Permit holders may be required to provide a certificate of insurance naming the City of Westminster as an additional insured. Violation of permit requirements can result in revocation of permit.
- ✓ Please consult the bulletin board or signage at Park/Facility for rules and regulations governing use.

Opening/Closing Times for Unlighted Parks- Opening is at dawn and closing is at dusk.

Hours for Lights at City Park- Lights will remain on until 11 p.m., March 31 to October 14 and until 9 pm, October 15 to March 30.

Opening/Closing Times – Jaycee Park- Opening is at dawn and closing during school year at 9 pm and non-school 10 p.m.

Hours for Use of Community Building- The Community Building at the Westminster Municipal Pool may be permitted out during the hours of 8 am and 11 pm. Facility must be cleaned up and renter out of facility by **11:00PM**.

*I, the undersigned, individually and on behalf of any participant using _____
A City of Westminster Park or Facility in Westminster, MD, hereby, irrevocably releases and discharges the City of Westminster and any of its agents, servants or employees from any and all claims or liability arising from the conduct or use of said premises. The undersigned further acknowledges and agrees that the City of Westminster shall not be liable for any of the participants using the park or facility. By acceptance of this permit, I/we agree to abide by the Rules and Regulations of the Westminster City Parks Board. **I have read and understand the Parks and Facilities Rental Information form.***

User's Signature: _____ Witness: _____ Date: _____

Approved: _____ Date: _____

Chairman, Park's Board

OFFICE USE ONLY
Entered in computer calendar

Date: _____ Initials: _____

Parks and Facilities Rental Information Form
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Westminster City Police Non Emergency # 410-848-4646 or 410-876-1300

Park or Facility: _____

Please review information.

When dates are requested they will be tentative on the calendar. A \$75.00 refundable security deposit, permit fee, and the rental fee will be due along with a completed permit prior to rental. Permit must be completed within 5 business days of scheduling. If there is a second request for the same date and the deposit and permit have not been completed within the allotted time, you will have 24 hours to do so or forfeit the date.

You must remember to pick up keys and return the keys for the facility you are renting between the hours of 8:30 am -4:00pm the day before your rental at the Recreation and Parks Office (11 Longwell Ave.). Please make sure to return the keys the next business day during business hours. In case of holidays before or after your rental please call the office, (410-848-9161) to make arrangements to pick up or return the key. Refunds will not be issued until the Recreation Office has inspected the facility rented. Renter will be assessed an additional \$50.00 if a staff member has to deliver the key day of your rental. The \$75.00 security deposit will not be returned if keys are lost, park/facility not cleaned, or damaged. If keys are lost, renter is responsible for all fees to change the locks.

Please adhere to your rental times. It is important that you stay only as long as permitted or paid for. We have back to back rentals and in order to be courteous to other renters it is imperative that you arrive and depart on time. Failure to do so will result in forfeiture of your security deposit. We have a staff member that checks on your arrival and departure. Your cooperation is appreciated.

You must have a copy of your permit **with you** the day of your rental.

Trash must be bagged and taken with you following your rental. Community bldg. renters can use the dumpster.

Do not staple anything to tables.

Remove all decorations and tape.

Turn out lights and lock bathrooms (where applicable)

Please don't leave anything in the refrigerator, freezer, or microwave at the community building.

Return heat/air conditioning to original seasonal settings of 75 degrees for heat and 73 degrees for cool. **Please check!**

Sweep and/or mop floors as needed, including lobby.

Clean & stack chairs and fold down tables to original places and inventory.

Wipe down stove and counter tops (cleaning supplies are in the closet, drawer, and cabinets in kitchen.)

Report any low or depleted cleaning supplies to Recreation and Parks office.

Turn off all lights. Lock and secure all doors.

